

How to Apply for Participation in the Child and Adult Care Food Program (CACFP)

1. Call (801) 538-7681 to register for basic CACFP training
 - Owners/directors must come to both Administrative and Operational training
 - Employees who only prepare meals must attend Operational training
 - Administrative training is generally held the first week of the month
 - Operational training is generally held the third week of the month
 - Attendance at training is required for approval to participate in the CACFP
 - Training is from 9 am to 3 pm at the following address:
250 East 500 South Salt Lake City, Utah
2. You will receive a training handbook, training workbook and registration form
 - Mail the completed training workbook and registration form along with the required deposit to reserve your seat
 - The deposit is \$10 for each person coming to training
 - Deposits are returned when you attend the training
3. At the training, you will receive:
 - Information on program administration (paperwork) requirements, and food service operation (meal planning) requirements
 - Forms you will be using for the Program
4. After the training, complete and mail back within six months:
 - The Agreement, Application, Management Plan and Budget
 - a. Original signatures required, no photocopies or faxes are accepted
 - b. Applications will not be processed until complete
 - Required attachments
 - Training must be repeated if these documents are not received in our office within 6 months of original training date
5. Once your application materials are determined to be complete and correct by the USOE:
 - A staff member from Child Nutrition Programs will schedule a pre-approval review at your center to:
 - a. Verify that all systems and internal controls are in place at your center(s) to operate the CACFP
 - b. Provide you with the CACFP Administrative Manual and other menu planning resources
6. Final approval for your institution to participate is given when the pre-approval review is successfully completed
 - You will be informed when you can start claiming meals for reimbursement
 - You will receive a copy of all application materials for your records (the Agreement and Policy Statement must be kept permanently)

Thank you for your interest in improving the nutrition of children by participating in the Child and Adult Care Food Program. We look forward to working with you.